

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 15, 2018**

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### **I. CALL TO ORDER**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:08 p.m. with President Wilbur Wolf, Jr., presiding. Six (6) Directors present: Wilbur Wolf, Jr., President; William Swanson, Vice-President; William Piper, Bob Kanc, Robert Over and Todd Deihl

Absent – David Gutshall, Richard Roush and Kingsley

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Robyn Euker, Director of Curriculum & Instruction; Cathy Seras, Board Minutes; Andy Milone, Valley Times Star

### **II. PLEDGE TO THE FLAG**

President Wolf led all individuals present in the Pledge to the Flag.

### **III. APPROVAL OF THE OCTOBER 1, 2018 REGULAR BOARD MEETING MINUTES, THE OCTOBER 1, 2018, COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE OCTOBER 1, BUILDING AND PROPERTY MEETING MINUTES.**

Motion by Swanson, seconded by Kanc for approval of the October 1, 2018 Regular Board Meeting Minutes, the October 1, 2018 Committee of the Whole Meeting Minutes and the October 1, 2018 Building and Property Meeting Minutes as outlined above. Roll call vote: Voting yes: Wolf, Swanson, Piper, Kanc, Over, and Deihl.

Motion carried unanimously. 6- 0

**III. Student/Staff Recognition and Board Reports – Gabi Reifsnnyder/Ethan Cunningham**

The students shared information on the events listed:

- *Friday Morning Lights*; ABC 27 brought Friday Morning Lights to Big Spring High School.
- *New Planters*; outside the High School Commons, new planters and giant rocks have been installed for security purposes.
- *Career Exploration*; Congratulations to Makayla Hoch, Sydnee Spitz and Preston Howe for completing the career exploration program at UPMC Pinnacle Carlisle.
- *PSAT Exam*; Big Spring hosted a PSAT exam for students at the high school.
- *Senior Panoramic Photo*; Thursday, October 11<sup>th</sup> seniors participated in their final class photo.
- *Homecoming Dance*; Big Spring’s homecoming dance was held on October 13<sup>th</sup> at the high school.
- *Special Olympics*; October 16<sup>th</sup> Special Olympics took place at Dickinson College.
- *FAFSA Completion Night*; twenty senior families attended the FAFSA completion night at the high school.
- *Parent/Teacher Conferences*; Conferences were held October 18<sup>th</sup> from 6:00 – 7:30 p.m.
- *Mid Penn Cross Country Meet*; Mid Penn cross country met at Big Spring High School on October 13<sup>th</sup>. Big Spring had two medalists, Ishmael Kirkwood, who finished in 14<sup>th</sup> place and Gabi Reifsnnyder who finished 27<sup>th</sup>.
- *Mid Penn and District Golf*; Senior Dillion Sinich and sophomore Caleb Motter qualified and competed in this year’s Mid Penn golf match. Caleb Motter then qualified for the district match after finishing in the top 20 in the conference.
- *School Store Opens*; October 15<sup>th</sup> the “One Stop Dawg Shop” school store had its grand opening for the year.

**IV. FINANCIAL REPORTS – PAYMENTS OF BILLS**

General Fund	\$	759,236.33
Capital Projects Fund	\$	91,516.17
Mount Rock Projects-2018 Fund	\$	63.00
Newville Projects Fund	\$	3,950.80
Cafeteria Fund	\$	44.00
Student Activities Fund	\$	<u>15,711.65</u>
<b>Total</b>	<b>\$</b>	<b>870,521.95</b>

Motion to approve the payment of bills as presented.

Motion by Swanson, seconded by Kanc for approval of General Fund, Capital Projects Fund, Mt. Rock Projects-2018 Fund, Newville Projects Fund, Cafeteria Fund, and Student Activities Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Over, Deihl, and Kanc. Motion carried unanimously. 6– 0

**V. TREASURER FUND REPORTS**

General Fund	\$	26,727,367.16
Capital Projects Fund	\$	6,127,039.32
Cafeteria Fund	\$	533,347.38
Student Activities Fund	\$	236,661.30
Newville Projects Fund	\$	3,108,982.39
Mount Rock Projects-2018 Fund	\$	<u>7,085,928.35</u>
<b>Total</b>	<b>\$</b>	<b>43,819,325.90</b>

Motion to approve the treasurer's fund report and budget transfers, as presented

Motion by Swanson, seconded by Deihl for acceptance of the Treasurer's Fund Report as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Blasco, Roush and Kanc. Motion carried unanimously. 6– 0

**VI. YTD General Fund Report and YTD Taxes**

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion by Swanson, seconded by Deihl to accept Year-to-Date General Fund and YTD Taxes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Blasco and Roush, Kanc. Motion carried unanimously. 6– 0

**VII. READING OF CORRESPONDENCE**

**a. Pennsylvania Department of Education Correspondence to the Superintendent of Schools**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Education, Susan McCrone, Chief Division of Federal Programs, regarding the selection of Newville Elementary School as the Title I Distinguished School for the 2018-2019 school year. Correspondence is included with the agenda.

Dr. Fry communicated that Newville Elementary School was one of the 158 schools to be named distinguished school, based on the criteria set by the state. Dr. Fry also shared that there are 2,235 elementary schools in the state and Newville Elementary is at the top 5% in the state in regards to Title I services. The District has submitted their proposal to present at the state and national conference. Kudos to the Reading Staff and Building Leadership.

**VIII. RECOGNITION OF VISITORS**

**IX. PUBLIC COMMENT PERIOD**

Mr. Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, students and community.

Ms. Kristen Day, 401 Bloserville Road, Newville, PA asked why the Homecoming Court did not come into the stadium in Corvettes.

Dr. Fry shared that it was too wet for the Corvettes and this tradition will not be eliminated.

Ms. Day stated her concern on the Blackboard Connect call that went out this evening regarding students not being permitted to talk about hunting and guns.

Dr. Fry stated, it is not that they are not permitted, we are asking that students choose their words wisely. Dr. Fry shared that this specific topic will be talked about during class meetings the next day.

Dr. Fry stated that the communication has also been placed on the website.

Dr. Fry commented that the administration is concerned on how students talk about guns and they want to make sure students are taught the appropriate way to speak on this subject.

Dr. Fry talked about being a school district in the 21<sup>st</sup> Century and how things have changed on this specific subject.

Mr. Kanc communicated his experience with the Active Assailant training on October 8<sup>th</sup>, which is a safeguard for the students.

Dr. Fry communicated to Ms. Day that there is a Safety Forum being put into place for the District on school safety. Mr. Kanc shared the upcoming safety meeting will be well publicized to all parents.

Dr. Fry continued to reinforce the appropriate ways to discuss guns, knife, etc. to students and also stated, the student’s safety is very important to the Big Spring School District staff.

**X. STRUCTURED PUBLIC COMMENT PERIOD**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**A. Personnel Items**

**1. Resignation – Learning Support Teacher (Action Item)**

Ms. Valerie Sauter, High School Learning Support Teacher has submitted her resignation as a learning support teacher, effective immediately.

The administration recommends the Board of School Directors approve Ms. Sauter's resignation as a High School Learning Support Teacher, effective immediately.

## XII. NEW BUSINESS (. . .continued)

### 2. Resignation - Public Relations Coordinator

(Action Item)

Ms. Jessica Winesickle has submitted her resignation as the Public Relations Coordinator, effective immediately.

The administration recommends the Board of School Directors approve Ms. Winesickle's resignation as Public Relations Coordinator, effective immediately.

### 3. Resignation – Coach

(Action Item)

Mr. Matthew Kump has submitted his resignation as the middle school girls soccer coach, effective immediately. Mr. Kump is requesting to assist as a volunteer coach for the middle school girls soccer team.

The administration recommends the Board of School Directors approve Mr. Kump's resignation and approve him to assist as a volunteer coach for the middle school girls soccer team.

### 4. Recommendation for Child-Rearing Leave - Mrs. Caitlin Pepper

(Action Item)

Mrs. Caitlin Pepper, Newville Elementary School 190 day secretary, is requesting child-rearing leave of absence to begin approximately October 31, 2018 through approximately January 23, 2018.

The administration recommends the Board of School Directors approve Mrs. Pepper's request for child-rearing leave to begin approximately October 31, 2018 through approximately January 23, 2018.

### 5. Recommendation for ESS Long-Term Substitute - Ms. Emily Makar

(Action Item)

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with ESS (formerly Source4Teachers), the District substitute teaching contractor.

**Ms. Emily Makar**, Long-Term Substitute Fourth Grade Teacher at Newville Elementary School to begin approximately October 19, 2018 through approximately January 15, 2019. Ms. Makar is replacing Mrs. Bayley Leonard who will be on child-rearing leave of absence.

### 6. Coaching Recommendations

(Action Item)

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coaches listed.

**Lauren Livingston - Dive Coach**

**Zachary Stout - Dive Coach**

The administration recommends the Board of School Directors approve the above listed coaches, as presented

**XII. NEW BUSINESS (. . .continued)**

**7. Recommendation for ESS Aide**

**(Action Item)**

The administration requests permission to move forward with the recommendation of the Education Staffing Solution K-12 (ESS) aide listed which is the District's aide contractor.

**Margaret (Peggy) Peters - Bus Aide for Special Education Student**

**8. Approval to Recommend Additional Hours for Custodial Staff**

**(Action Item)**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend additional hours for Mr. Timothy Nye to assist at Newville Elementary School. Mr. Nye is currently a part-time Middle School custodian. This additional position as a part-time evening custodian at Newville Elementary School will place Mr. Nye at a full-time status as a custodian, split between the Middle School and Newville Elementary School.

The administration recommends the Board of School Directors approve the additional hours for Mr. Nye at Newville Elementary School, as presented.

**9. Approval of Additional 2018-2019 Extracurricular Positions**

**(Action Item)**

The administration would like to recommend the additional 2018-2019 extracurricular personnel listed below. The 2018-2019 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District.

**Mt. Rock Quiz Bowl Coach - Shannon Arnold**

**Elementary Honors Chorus - Melissa Kiehl**

**Elementary Chorus - Sarah O'Donnell**

**National Technical Honor Society Advisor - Tony Casella**

**Technology Student Association Advisor - Sam Barnouski**

The administration recommends that the Board of School Directors approve the additional 2018-2019 extracurricular personnel listed and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

**VOTE ON XII . . .NEW BUSINESS, A-1 – A -9, PERSONNEL CONCERNS**

Motion by Swanson, seconded by Deihl to combine and approve items A-1 through A-9 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Over, and Deihl. Motion carried unanimously. 6- 0

## **XII. NEW BUSINESS (. . .continued)**

### **a. Approval of Newville Elementary School PTO Financial Report (Action Item)**

The Big Spring School District has received a copy of a letter and report from Mr. Jeffrey Cohick, E.A., advising that the Newville Elementary School PTO Financial Report was accepted with auditing standards for the 2017-2018 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2017-2018 Newville Elementary School PTO Financial Report, as presented.

Motion by Swanson, seconded by Kanc as outlined and recommended above.

Voting Yes: Wolf, Swanson, Piper, Kanc, Over, and Deihl.

Motion carried unanimously. 6- 0

### **(Action Item)**

### **b. Approval of the Special Olympics Interscholastic Unified Sports Memorandum of Understanding**

The proposed 2018-2019 Special Olympics Interscholastic Unified Sports Memorandum of Understanding has been reviewed by Mr. William Gillet, Director of Pupil Services and Dr. Richard W. Fry, Superintendent of Schools. The MOU summarizes the partnership being created between Special Olympics Pennsylvania and Big Spring High School for the development of Unified Champion Schools program designed to lead to more inclusive and accepting school environments. The three components are Unified Sports, inclusive youth leadership and whole school engagement. The only District cost involved with this partnership is transportation to away competitions.

The administration recommends the Board of School Directors approve the 2018-2019 Special Olympics Interscholastic Unified Sports Memorandum of Understanding, as presented.

Motion by Swanson, seconded by Deihl as outlined and recommended above.

Voting Yes: Wolf, Swanson, Piper, Kanc, Over and Deihl.

Motion carried unanimously. 6- 0

**XII. NEW BUSINESS (. . .continued)**

**c. Approval to Create an Account for a Grant Received from CompTIA, Inc. (Action Item)**

Dr. Kevin Roberts, Jr., Assistant Superintendent is requesting to set up an account for a grant received from CompTIA in the amount of \$10,000 which will be used toward technology purchases such as computer hardware or software, or other technology devices to support education initiatives at the High School. Big Spring School District was chosen randomly from among all the schools that participated in the National Conference of the Technology Student Association (TSA) in Atlanta, Georgia on June 22-26, 2018. CompTIA is a partner of TSA through its NexUP initiative to interest young people in tech learning and careers. The grant funds will be utilized to support the following courses:

- Civil Engineering;
- Electronics;
- Engineering Design;
- Green Engineering; Robotics;
- Structural Design;
- Transportation Engineering; and
- Wood Production

The administration recommends the Board of School Directors approve Dr. Roberts to move forward with setting up the account for the grant received from CompTIA to support the courses listed.

Motion by Swanson, seconded by Deihl as outlined and recommended above.

Voting Yes: Wolf, Swanson, Piper, Kanc, Over and Deihl.

Motion carried unanimously. 6- 0

**d. Approve Payments from Capital Projects Reserve Fund (Action Item)**

<u>From</u>	<u>Description</u>	<u>Amount</u>
Tecta America	Pay App 4 Reduce retainage to 5%	\$44,650.00
AV Solutions	HS project - Amplifier & hookup	\$726.63

The administration recommends the Board of School Directors approve payment of \$44,650 to Tecta America and \$726.63 to AV Solutions.

Motion by Swanson, seconded by Kanc as outlined and recommended above.

Voting Yes: Wolf, Swanson, Piper, Kanc, Over and Deihl.

Motion carried unanimously. 6 - 0

**XII. NEW BUSINESS (. . .continued)**

**e. Approve Payments from the Newville Projects Fund (Action Item)**

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
CRA	Professional Service	\$2,502.29	\$5,079.67
Tanner	FF&E NV Project (move from CP)	\$109,065.14	--
Mann Plumbing	Pay App 7 - reduce retainage	\$6,411.87	\$21,681.15

The administration recommends the Board of School Directors approve the payment of \$2,502.29 to Crabtree, Rohrbaugh & Associates; \$109,065.14 to Tanner Furniture of PA and \$6,411.87 to Mann Plumbing and Heating, LLC.

Motion by Swanson seconded by Deihl as outlined and recommended above.  
 Voting Yes: Wolf, Swanson, Piper, Kanc, Over and Deihl.  
 Motion carried unanimously. 6 - 0

**f. Approve Payments from the Mt. Rock 2018 Projects Fund (Action Item)**

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	CRA	Prof Svcs Invoice 3106-9	\$10,338.30	\$5,627.00
Phase II	CRA	Prof Svcs Invoice 3196-2	\$5,645.03	n/a
HS	eciConstruction	GC - Pay App 4	\$34,110.25	\$69,115.26
MR	eciConstruction	GC- Pay App 4	\$66,514.55	\$136,032.55
HS	eciConstruction	Pay App 5 - reduce retain to 5%	\$25,372.22	\$43,743.04
MR	eciConstruction	Pay App 5 - reduce retain to 5%	\$42,295.00	\$93,737.45
MS	eciConstruction	GC- Pay App 4	\$187,020.97	\$166,672.05

The administration recommends the Board of School Directors approve the payment of \$10,338.30 to Crabtree, Rohrbaugh & Associates (3106); \$5,645.03 to Crabtree, Rohrbaugh & Associates (3196); and \$355,312.99 to eciConstruction, LLC.

Motion by Swanson, seconded by Deihl as outlined and recommended above.  
 Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over, Roush and Deihl.  
 Motion carried unanimously. 6 - 0

**XII. NEW BUSINESS (. . .continued)**

**g. Approve Construction Change Orders**

**(Action Item)**

The administration received the following change orders from CRA for approval. Also included below is a change order log for NV project.

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
	441-18 CO1	Michael Baker	Change of Dates to Rogele	\$0.00
NV	EC-12	Lobar, Inc (EC)	120v Circuit for Honeywell controls	\$949.18
NV	EC-14	Lobar, Inc (EC)	Replace incompatible existing items	\$11,275.58
MS	EC-03	Lobar, Inc (EC)	Wiring for Honeywell EBI	\$20,233.47

The administration recommends the Board of School Directors approve the change orders as presented.

Motion by Swanson, seconded by Deihl as outlined and recommended above.

Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over, Roush and Deihl.

Motion carried unanimously. 6 - 0

**13. New Business - Information Item**

**XIII. Future Board Agenda Items**

**XIV. Committee Reports**

**a. District Improvement Committee - Mr. Kanc, Mr. Over**

No meeting was conducted and no report was offered. Mr. Kanc shared there will be a Meeting on November 8<sup>th</sup> at 6:00 p.m. in the District Office Conference Room.

**b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**

No meeting was conducted and no report was offered. Mr. Swanson shared there will be a meeting on October 22<sup>nd</sup> at 7:00 a.m. in the District Office Conference Room.

**c. Vocational-Technical School - Mr. Wolf and Mr. Piper No Report**

No meeting was conducted and no report was offered.

**d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**

No meeting was conducted and no report was offered.

**e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

No meeting was conducted and no report was offered.

**f. South Central Trust - Mr. Blasco No Report**

No meeting was conducted and no report was offered.

**g. Capital Area Intermediate Unit - Mr. Wolf No Report**

No meeting was conducted and no report was offered.

**h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**

No meeting was conducted and no report was offered. Mr. Wolf shared an annual meeting will be conducted tomorrow morning.

**i. Future Board Agenda Items**

No Items

**j. Superintendent's Report**

1. Dr. Fry shared with the Board of School Directors the School Safety Grant that was submitted to the State. Dr. Fry communicated to the Board of School Directors that Big Spring School District will receive a minimum grant allocation of \$25,000. Dr. Fry shared that the funds will be in support of training to undertake a district-wide assessment of risk factors, training for Student Assistance Programs, Counseling Services, Administration of evidence based screenings for adverse childhood experiences and trauma informed approaches to education. The District also submitted a competitive grant application totaling \$419,500.
2. Dr. Fry communicated that on November 5<sup>th</sup> he will be providing testimony to the IRS on EITC in Washington, D.C.
3. Dr. Fry shared that the High School Student Council has been selected to receive the Keystone Council Award.
4. Dr. Fry talked about the article distributed to the Board of School Directors, Shortchanging Children with Disabilities: State Underfunding of Special Education in Pennsylvania. Dr. Fry shared despite modest progress in recent years, State Special Education Funding remains inadequate. Dr. Fry shared information from the article stating, from 2014 to 2018, the state increased special education funding by \$90 million, a notable change from the preceding four-year period where state funding instead fell by \$6.1 million.
5. Dr. Fry communicated with the Board of School Directors that Joan L. Benso, President and CEO, PA Partnerships for Children, received the 2018 William Day Award at the PSBA Conference which was held in Hershey, PA. This award recognizes the outstanding contributions to public education by individuals, groups or organizations across the commonwealth. Ms. Benso was awarded \$5,000 as contribution to a public school foundation of her choice. The contribution will be made to the Bulldog Foundation of Big Spring School District for teacher grants at the elementary level.
6. Dr. Fry talked about the October 8<sup>th</sup> Situational Awareness Training that was presented to staff and continued to communicate that the student's safety is very important to all District staff.

## **XV. Meeting Closing**

### **a. Business from the Floor**

There was no business from the floor.

### **b. Public Comment Regarding Future Board Agenda Items**

There was no public comment regarding future Board agenda items.

Mr. Piper complimented Andy Milone, Valley Times Reporter on an excellent job on his Title I reporting.

### **c. Adjournment**

Motion by Swanson, seconded by Kanc to adjourn the meeting.

Roll call vote: Voting Yes: Wolf, Swanson, Piper, Deihl, Kanc,  
and Over Motion carried unanimously. 6 – 0

The Meeting adjourned at **8: 53 p.m., October 15, 2018.**

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William L. Piper, Secretary

Next scheduled meeting is: **Monday, November 5, 2018.**